Family Child Care Orientation.

Welcome.

Click the Next button to move to the next page.

Introduction

Welcome! This online orientation from the Maryland State Department of Education's Office of Child Care will provide you with information on how to apply for a registration to operate a family child care in your home. This kind of child care home can operate with a maximum of 8 children younger than age 13 or younger than age 21 if the child has a developmental disability or other emotional, physical, educational or medical need for child care beyond 13 years old

To get started, watch the video below. When you are finished watching the video, click the Next button.

Orientation Overview Video

Welcome to the Maryland State Department of Education's Office of Child Care orientation about registering your family child care home in Maryland. The Licensing Branch within Maryland's Office of Child Care is responsible for approving family child care registrations.

This orientation is appropriate for an individual wishing to care for children younger than 13 years old or for a developmentally disabled person younger than 21 years old in a family child care setting. The care provided will be for less than 24 hours each day and will take place in a residence other than the child's home.

In order to operate a family child care, you must first have a registration for your practice. This orientation explains Maryland's requirements and instructions for registering a family child care.

You will learn about the Code of Maryland Regulations (or COMAR) that regulate family child care. You will also be introduced to the forms you need to complete and the permits you must receive in order to register a family child care.

Owning and operating a family child care home is a wonderful business, but it also comes with a great deal of responsibilities. There are many steps involved when opening a family child care practice. The steps include:

- ensuring that your home is suitable

- making an emergency plan, planning meals and activities

- designating at least one substitute who is available on short notice to care for the children

- and submitting all your required documentation

Applications for family child care registrations are processed by the Office of Child Care's Regional Licensing Office that regulates child care in the county where you desire to provide services.

If you decide you do wish to apply for a registration, completion of this orientation is mandatory.

You must click on and review every slide in order to successfully complete this orientation. Once you finish, the Office of Child Care will be notified.

Now a quick word about how to navigate through the presentation. It will take about one hour to review all slides and complete the Check Your Understanding activities.

You can complete a portion of the orientation and return later to pick up where you left off. Click the Next and Previous buttons to move ahead or go back.

You can also use the Menu links on the left to move from slide to slide.

Click the orange audio button to hear the slides narrated, and click blue links to go to forms and resources.

There is also a link to all Forms & Resources in the upper right of the orientation.

On slides with a video, click the pointer to play and pause the video, and the CC button to read closed caption narration.

Please bookmark this presentation so you can return frequently.

Now, let's get started!

Resources & Support

Maryland has 13 regional Offices of Child Care across the state. As you go through this orientation, you will see many steps that suggest you check with your regional office.

After you turn in your application and other initial documents, licensing staff will be assigned to work with you as you move through the process.

--The licensing staff will:

- Answer questions about the documents you are required to submit when applying for a registration;

- Direct you to find training resources; and

- Provide guidance before and after you start your family child care home.

Take a moment now to visit the Regional Licensing Offices <http://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/regional-licensing-offices> page and find the phone number and web page for your regional office.

Another resource to explore is the Maryland Child Care Resource Network <http://www.marylandfamilynetwork.org/for-child-care-providers/>. Their regional centers direct you to find training and help explain licensing requirements.

Click the Next button to move to the next page.

COMAR Regulations

All regulations and requirements for operating a family child care home in Maryland are listed in the Code of Maryland Regulations (COMAR) 13A.15.

Before you start the application process, download COMAR 13A.15 <http://earlychildhood.marylandpublicschools.org/system/files/filedepot/12/subtitle_15_homes_comar_online.pdf>. You must read and understand this document in order to provide family child care in your home. Then, watch the video below for a brief overview of COMAR 13A.15.

When you are finished watching the video, click the Next button.

COMAR Overview Video

In the introduction video to this orientation, you learned that the Code of Maryland Regulations (or COMAR) regulates family child care practices.

Many topics are covered under COMAR, but the one that deals with family child care is COMAR 13A.15.

The goal of COMAR 13A.15 is to create safe and nurturing family child care environments for children in Maryland.

You will need to fully understand these regulations to be successful in applying for a family child care registration.

To get familiar with the regulations, let's take a brief look at COMAR 13A.15.

The document covers 30 pages, so there is a lot to read.

There is a table of contents, and then 15 sections, which group the regulations into topics.

COMAR 13A.15 provides requirements on everything from the family child care home environment, to program requirements and the nutritional value of the meals served to the children in care.

The regulations also outline safety procedures that family child care homes must follow, as well as the rules that govern the supervision of children.

On the next few pages of this orientation, you will learn more about some of these regulations.

Please bookmark COMAR 13A.15 on your computer so you can refer to it now and in the future.

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Check Your Understanding

Reading COMAR 13A.15 can be overwhelming. However, as a family child care owner, you must know all of these regulations. Let's see if you know where to get help.

Check all of the boxes that show organizations that can offer you help as you apply for your family child care registration in Maryland. Make your selection and click Submit.

The choices are:

Regional Offices of Child Care

Maryland Department of Natural Resources

Maryland Child Care Resource Network

Answer:

The correct answers are:

Regional Offices of Child Care and

Maryland Child Care Resource Network

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COMAR Close-up: Home Environment & Equipment

Now take a closer look at some of the COMAR requirements.

Watch this video to review areas covered under **COMAR 13A.15.05 Home Environment and Equipment.** Remember, the video offers highlighted information but you must read COMAR carefully to understand all of the regulations.

When you are finished watching the video, click the Next button.

Home Environment and Equipment Overview Video

A safe and inviting space is essential to a successful family child care home. In COMAR 13A.15.05, Home Environment and Equipment, there are many regulations for indoor and outdoor space. Let's review some of these regulations by touring a family child care home. Remember, this information in COMAR is very detailed and specific.

According to COMAR, the entire family child care home must be:

- in good repair

- in compliance with state and local fire and zoning laws

- in compliance with COMAR's standards for cleanliness and sanitation

COMAR stipulates that an area of the home may be used for child care only if it:

(1) Has been approved for use by the Maryland State Department of Education's Office of Child Care.
(2) Meets the requirements of all applicable fire codes.
(3) Does not have a condition that may pose a risk to the health, safety, or welfare of the children in care.

The space used for child care purposes may include space within the family living area of the residence.

If you will be providing care to infants or toddlers, the home will also need to have a designated space for mothers to breastfeed or express breast milk. This space may not be a bathroom.

You will also need to be very aware of lead paint. It poses a serious health risk to everyone, but particularly to young children. Maryland law requires family child care homes to operate in lead-safe environments.

If your home is a **residential rental property** built before 1978, you must submit a copy of the current lead-risk reduction or lead-free certificate. If the home is not a rental property and was constructed prior to 1978, and is not certified as lead-free, you must

ensure there is no chipping or peeling of paint. If there is, you must arrange to get a lead dust test. A Maryland Department of the Environment (or MDE) accredited inspector must verify that the property is lead safe.

Maryland regulations also require a family child care to provide:

- a toilet and sink that are easily accessible to the children

- sufficient natural or artificial lighting to allow children to engage in activities safely

- sufficient floor area for the number and ages of the children approved for care in the home

- a telephone on the premises

- a clean environment that is free of infestation

Now that we have covered some important regulations inside, let's step outdoors to see what the requirements are.

Each family child care is required to have ample, accessible space for outdoor activity that is free from conditions that may be dangerous to the health or safety of children in care. If required by the Office of Child Care, the outdoor activity area shall be enclosed to protect children in care from accessible hazards, such as a heavily trafficked area, a body of water, or environmental hazards.

For more information about the regulations listed in this video -- and further regulations stipulated by Maryland law -- please refer to COMAR 13A.15.05.

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Check Your Understanding

Now that you are a bit more familiar with regulations about the space in your home, let's make sure you remember one of the crucial facts.

Which of the following is **not** a requirement for your child care home? Make your selection and click Submit.

The choices are:

Your home must be lead safe or lead free.

Your home must be clean and free of infestation.

There must be a toilet and sink that are easily accessible to the children.

Your home provides 35 square feet of indoor space per child.

Answer:

The answer that is not a requirement in a child care home is "your home provides 35 square feet of indoor space per child." That is a requirement for child care centers and large family child care homes, but not for a family child care home.

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COMAR Close-Up: Provider Requirements and Child Supervision

COMAR contains very specific guidelines about qualifications for a child care provider and the provider's responsibilities when a child is present in the family child care home.

Watch this video to review areas covered under **COMAR 13A.15.06 Provider Requirements** and **COMAR 13A.15.08 Child Supervision.** Remember, the video offers highlighted information but you must read COMAR carefully to understand all of the regulations.

When you are finished watching the video, click the Next button.

Provider Requirements and Child Supervision Overview Video

Qualified, responsible caregivers are an important part of a successful family child care home. Requirements, and COMAR 13A.15.08, Child Supervision, list the requirements and clearances required of the family child care provider, as well as any provider substitutes and additional adults.

Many forms must be submitted to the licensing staff within your regional Office of Child Care to verify that individuals meet COMAR requirements.

These forms include:

- a criminal background clearance (this is called the Criminal Justice Information Systems form)

- a release of information form, which gives permission to check the person's child and adult abuse and neglect history with the Department of Social Services

- a medical report on the person's health

Please note that in addition to the provider, medical reports are also required for each resident of the home, and each resident age 18 and older needs the criminal background and child abuse and neglect clearances as required by COMAR 13A.15.02.02.

Before opening a family child care home, providers must also show evidence of completing pre-service training in the following areas:

- 4 clock hours of approved training in each of the 6 Core of Knowledge areas:

  - Child Development: Curriculum; Health, Safety and Nutrition; Special Needs; Professionalism; and Community.

These courses are generally offered by trainers as a package deal. Your regional Office of Child Care or your local Maryland Child Care Resource Network can assist you in identifying trainers who offer the 24- clock-hour pre-service package.

Providers must also show evidence of completing pre-service training in:

- Basic first-aid

- CPRSudden Infant Death Syndrome (if requesting approval to provide care for children younger than 24 months)

- Supporting Breastfeeding Practices

- Emergency and Disaster Planning; Medication Administration

- Americans with Disabilities Act

COMAR requires that family child care providers designate a provider substitute who is able to care for the children on short notice. This individual must be approved by the Office of Child Care beforehand and must meet the following requirements:

- is 18 years old or older

- presents no risk to the health, safety or welfare of children

- has submitted the required forms for substitutes, which include permission to examine records of abuse and neglect of children and adults

If the substitute is paid, criminal background clearance forms must also be submitted. Before allowing a substitute to provide or to assist in providing care, the family child care provider shall orient the substitute to child health and safety matters.

Family child care providers who desire to care for 3 to 4 children younger than 24 months must have an "additional adult" on-site. Additional adults are defined as individuals 18 years old or older who assist a provider in caring for children who are younger than 24 months old.

COMAR requires that additional adults attend the appropriate training sessions with the Office of Child Care and complete any required paperwork as outlined in COMAR 13A.15.06.04.

When supervising children, COMAR requires that family child care providers, provider substitutes and additional adults:

- be alert and responsive

- know where the child is

- be able to see or hear the child

- be near enough to the child to render immediate assistance

- provide supervision that is appropriate to the individual age, needs, capabilities, activities and location of the child

The family child care provider or substitute must remain inside the home while a child in care younger than 6 years old is present inside the home, or accompany a child in care who is younger than 6 years old whenever the child is outside of the home. Family child care providers and substitutes should take care to follow COMAR regulations regarding supervising resting children.

If a resting or napping child is younger than 2 years old, the provider or substitute is required to remain within sight and sound of the child and observe the child at least every 15 minutes to determine that the child is safe.

The provider may use a video and sound monitoring system to meet the sight and sound requirement. Older children may be permitted to rest or nap in an area that is out of sight of the provider if the appropriate approvals are obtained.

For more details about the provider and child supervision requirements listed in this video -- and further regulations stipulated by Maryland law -- please refer to COMAR 13A.15.06 and 13A.15.08.

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Check Your Understanding

Now let's see how well you understand regulations about who may be present in your family child care home.

Match the job title with the correct description. To do this, click on a job title, and then drag and drop it into the correct gray box below. When you are done, click Submit.

The jobs are:

--Volunteer

--Additional Adult

--Provider Substitute

The job descriptions are:

A) A person who is available on short notice to care for the children. Among other requirements, this person must be at least 18 years old, be familiar with COMAR regulations, be oriented to all safety procedures and medical needs of the children, and must be approved in advance by the Office of Child Care.

B) A person who is needed to help care for children younger than 2 years old when the provider wants approval to care for three to four children younger than age 2 years.

Among other requirements, this person is at least 18 years old, has all required trainings, and must be approved in advance by the Office of Child Care.

C) A person who the provider ensures will present no risk to the children, has been oriented to the family child care, and is always in the presence of the provider, substitute or additional adult when caring for children not related to this person.

Answer:

The correct answers are:

Volunteer: Its job description matches letter C.

Additional Adult: Its job description matches letter B.

And Provider Substitute. Its job description matches letter A.

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Check Your Understanding (Continued)

You are the owner of a family child care home and the two toddlers in your care are napping. Your elderly neighbor knocks on the door and asks you to step outside to help carry in her groceries. What do you do? Make your selection and click Submit.

The choices are:

--Check on the children and see that they are fast asleep so you take three minutes to help your neighbor bring her groceries from the car to her front porch.

--Politely apologize to your neighbor and explain that you are not allowed to step away from your family child care home while the children are present.

Answer:

You may never leave the home while children are in care, and you must always be close enough to see or hear any children in your care.

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COMAR Close-Up: Program Requirements

COMAR 13A.15.09 Program Requirements reviews daily activities, furnishings and equipment you need to provide for children in your care.

Watch the video below to review these areas. Remember, the video offers highlighted information but you must read COMAR to understand all of the requirements.

When you are finished watching the video, click the Next button.

Program Requirements Overview Video

Daily activities for family child care homes, which are called Program Requirements, are listed in COMAR 13A.15.09.

Maryland law requires that family child care providers plan daily activities that promote the emotional, social, intellectual and physical growth of each child.

The provider must prepare and post a written schedule of daily activities that are appropriate for the age, needs and capabilities of the individual children.

Activities should also include:

- opportunities for individual and group participation

- a balance between self-selected and provider-directed activities

- a balance between active and quiet periods.

COMAR requires that any materials or equipment used for activities be clean, in good repair and free from hazards, including lead paint.

Materials should also support learning in the following areas:

- language and literacy

- mathematical thinking

- scientific thinking

- social studies

- creative arts and dramatic play

- gross motor and small motor skills

Family child care homes should plan for outdoor play in the morning and afternoon, except in cases when the weather is inclement or the provider is only caring for school-age children before school hours.

Sleep is an important part of child development, and it is also an important part of a successful family child care home. COMAR requires each child be provided periods of rest that are appropriate to his or her age, needs and activities.

Another important aspect of daily care is "screen time" -- this is the time children spend watching television or using tablets and smart phones. Screen time may be interactive or passive.

There are requirements for the type of screen time and how long the technology may be used. Interactive technology means educational and age-appropriate technology.

Limited use of appropriate interactive technology may support, but does not replace, other forms of learning, such as outdoor play, creative play, hands-on exploration, social interactions, etc.

Passive technology means non-interactive television, videos and streaming media. Viewing restrictions for passive technology are: Children under the age of 2 **must not** engage in any passive technology.

Children older than 2 are not permitted to view more than **30 minutes** of age-appropriate, educational passive technology **per week.**

And COMAR lists a few exceptions so review the regulation closely.

For more details about the program requirements outlined in this video -- and further regulations stipulated by Maryland law -- please refer to COMAR 13A.15.09.

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Check Your Understanding

Now check your understanding about activities.

It is a rainy and cold day so you do not want to take the children in your care (ages 3–5) outside. Which of the following options is not an approved activity? Make your selection and click Submit.

The choices are:

-Read children a story and help them role-play scenes from the story.

-Turn on a 2-hour educational movie so children can relax and stay warm.

-Help the children construct a miniature town using building blocks.

-Provide the children with large markers and paper, and ask them to draw today's weather.

Answer:

 A maximum of 30 minutes per week of passive screen time viewing is acceptable, but 2 hours of passive viewing is completely unacceptable.

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COMAR Close-Up: Safety

The safety of the children in your care is one of your greatest responsibilities.

Watch this video to review areas covered under **COMAR 13A.15.10 Child Safety**. Remember, the video offers highlighted information but you must read COMAR to understand all of the regulations.

When you are finished watching the video, click the Next button.

Child Safety Overview Video

COMAR 13A.15.10, Child Safety, covers Maryland requirements for safety in a family child care home.

These regulations include compliance with local fire codes, and a written emergency and disaster plan.

Your emergency and disaster plan should establish procedures for the following:

- evacuating the home

- sheltering in place if evacuation is not possible

- contacting parents

- addressing the individual needs of children in the home, including those with special needs.

The plan should also include contact numbers for local emergency services.

Remember, an emergency and disaster plan is only as good as the people who carry it out. To this end, both the family child care provider and any substitutes or additional adults must be familiar with the plan.

The children in your care should be familiar with the emergency and disaster plan, as well as how and when to use the telephone to dial 911.

Family child care providers should practice the fire evacuation plan with the children once per month, and practice other emergency and disaster situations with the children twice per year.

Maryland law also requires that the family child care provider and any other adults, if applicable, are certified in basic first aid and cardiopulmonary resuscitation (CPR).

A family child care provider must also maintain a first-aid kit that is easily accessible to adults, but out of reach of the children.

Finally, hazardous materials and cleaning solutions must be kept out of the children's reach.

For more details about the safety regulations listed in this video -- and for further regulations stipulated by Maryland law -- please refer to COMAR 13A.15.10.

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Check Your Understanding

Now let's review what you learned about safety.

You will have to be out a day next week and your substitute is out of town. You just hired a new substitute who has completed her emergency training but she won't be familiar with your emergency and disaster plan by next week. You can still let her watch the children.

True or False? Make your selection and click Submit.

True

False

Answer:

The correct answer is False. The substitute must know all emergency and disaster plans in order to be the only adult present to watch the children.

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Check Your Understanding (Continued)

Once a month, a fire evacuation drill must be practiced with the children, and twice a year other emergency and disaster situations should be practiced with the children.

True or False? Make your selection and click Submit.

True

False

Answer:

The correct answer is True. Once a month, a fire evacuation drill must be practiced, and twice a year, emergency and disaster situations must be practiced with the children.

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COMAR Close-Up: Nutrition

COMAR 13A.15.12 Nutrition covers nutrition and food storage.

Watch the video below to review this information. Remember, the video offers highlighted information but you must read COMAR to understand all of the regulations.

You can visit the USDA Child and Adult Care Food Program <http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program> website to learn more about the food program described in the video.

When you are finished watching the video, click the Next button.

Nutrition Overview Video

Nutrition plays a vital role in a child's physical and mental development.

It is also an important part of a successful family child care home.

COMAR 13A.15.12 stipulates that family child care providers serve a certain number of snacks or meals each day, depending on the home's hours of operation. The snacks and meals may be provided by the child's family or by the family child care provider.

Maryland law requires that family child care providers supply all beverages and milk with all meals. For children 2 years and older, providers are required to serve 1% or nonfat milk, unless otherwise ordered by a health care provider or requested by the parent.

Any other beverages served may not contain added sweetener or caffeine, except infant formula or other beverages prescribed by a health-care provider. This does not apply to parents who provide lunch for their child.

Also, be sure to check with your regional Office of Child Care to see if your family child care home qualifies for the Child and Adult Care Food Program.

Eligible family child care homes receive cash reimbursements to supplement the cost of nutritious meals.

COMAR also stipulates that providers store and serve food in a safe, sanitary, and healthful manner.

Perishable foods such as meat, milk and dairy products must be refrigerated. After meal times, any food that a child has touched but has not finished eating should be discarded.

For more details about the nutritional regulations listed in this video -- and further regulations stipulated by Maryland law -- please refer to COMAR 13A.15.12.

Check Your Understanding

You are planning the nutritional requirements for your family child care.

Check all of the boxes that apply. Make your selection and click Submit.

The choices are:

Serve whole milk to children 2 and older.

Make sure food is stored properly and safely.

Keep kitchen equipment and supplies clean and in good condition.

Answer:

All answers are nutritional requirements except serving whole milk. Children over the age of 2 get 1 percent or nonfat milk, unless otherwise ordered by a health care provider or requested by a parent.

Review Frequently

You have just completed an initial review of COMAR 13A. 15. Good job! It is not easy to read and understand all of the requirements.

Go back and review COMAR 13A.15 frequently during this orientation and in the coming months. You must know these regulations very well to run a family child care home. Now it is time to move ahead and learn the steps needed to apply for a family child care registration.

Click the Next button to move to the next page.

Applying for a Family Child Care Registration

The time to obtain a registration varies for each person. You should allow at least six months for processing, once you have submitted your application.

The timeline on the right shows the big steps in obtaining your registration. The following pages in the orientation will review these steps in greater detail.

Step 1

Registration Application

Step 2

Permits

Step 3

Additional Documents

Click the Next button to move to the next page.

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Step 1: Registration Application

The first step in applying for a family child care registration is to fill out the application. Watch the video below for a step-by-step explanation of what is required in the application.

- Download the Application for Family Child Care Registration <http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1230-familychildcarehomeapplication-032015.pdf> form before watching the video so you can follow along.

- Jot down questions you have and contact your regional Office of Child Care or the local Maryland Child Care Resource Network to find out answers to your questions.

When you are finished watching the video, click the Next button.

Completing Your Registration Application Video

When you fill out an Application for Family Child Care Registration, be sure you carefully fill in all the information requested.

Let's take a quick look at the application document.

Section I of this form will be completed by the regional office.

Section II is for the applicant to complete.

This section requests information about your family child care home, including your name and personal information, and information about your home and the individuals living in your residence.

Section III is to be completed by a co-provider, if you have one.

Finally, in Section IV, review the applicant statement and make sure to sign and date your application.

Mail the application or bring it in person to your regional Office of Child Care.

Remember, you can call the licensing staff in your regional office with questions as you complete your application.

Good luck!

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Step 2: Building Inspections and Permits

There are local government permits you may be required to obtain after you have submitted your application for registration. Check with your regional Office of Child Care to know what local government requirements you will have to meet and how to acquire the appropriate permits and approvals. Obtaining some permits and approvals may require an inspection of your home. The Office of Child Care must receive permits and approvals from the required local government offices in order for you to proceed with the registration process.

Click the Next button to move to the next page.

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Step 3: Additional Documents

In addition to completing the application, there are many forms that you need to send to the Office of Child Care as part of your application package.

Review the Application Checklist <http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/checklist-initial_application-family_child_care_registration.pdf> to see a list of required forms.

Click the Next button to move to the next page.

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Check Your Understanding

Let's check to see how much you learned about the requirements for the application process.

Which of the following steps are part of the application for family child care registration process? Check all that apply. Make your selection and click Submit.

The choices are:

--Submitting an Application for a Family Child Care Registration

--Requesting a Loan Application

--Acquiring local government permits and approvals

--Filling out and submitting additional application documents

--Taking an oral exam about COMAR 13A.15

Answer:

The steps to apply for a family child care registration are:

- Submitting an Application for a Family Child Care Registration

- Acquiring local government permits and approvals; and

- Filling out and submitting additional application documents

Congratulations

You have completed the orientation. Great job!

Watch the video below and then click the button **Confirm Orientation Complete** under the video. If you do not click the button, the Office of Child Care will not have a record that you completed this orientation.

Next Steps Video

Congratulations! You have completed the Maryland State Department of Education's Office of Child Care orientation about applying for a registration for your family child care in Maryland.

To review, you should now be very familiar with COMAR 13A.15 if you want to open a family child care home.

You will need to submit many forms and inspection permits, beginning with the registration application (Form 1230).

Check with the licensing staff within your regional Office of Child Care or contact your local Maryland Child Care Resource Network for guidance as you work on your application and gather documents.

Once you click the **Confirm Orientation Completion** button below, you will be asked some simple information that will be sent to the appropriate regional Office of Child Care.

You will receive an email that verifies you completed this orientation. Keep the email for your records.

If you have not visited every slide in this presentation, you will be directed to review skipped slides. Congratulations again!

You must scroll to the bottom of this document in order to click the Confirmation button. If you do not click this button, the regional Office of Child Care will not have a record of your orientation completion.

Important Links:

Regional Licensing Office

http://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/regional-licensing-offices

Maryland Child Care Resource Network

http://www.marylandfamilynetwork.org/for-child-care-providers/

COMAR 13A.15

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/12/subtitle_15_homes_comar_online.pdf

Family Child Care Application for Registration

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1230-familychildcarehomeapplication-032015.pdf

Criminal Justice Information Systems (CJIS)

http://www.dpscs.state.md.us/publicservs/pdfs/bgchecks/General-Registration-Form.pdf

Provider Information and Plan of Operation

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1267fdcjun08.pdf

Substitute Form

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1229fdcjun08.pdf

Additional Adult Application

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1275_addadultfcc_oct08.pdf

Release of Information

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ_1260releaseinformationall-112015.pdf

Medical Report for Child Care

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1204alljun08.pdf

Environmental Health Survey

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1268.pdf

Emergency Escape Plan

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1261fdcjun08.pdf

Menu Plan for 4 Weeks

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1218menuplan_ages112_cacfp_rev0208.pdf

USDA Child and Adult Care Food Program

http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program

Checklist for Application for Family Child Care Registration

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/checklist-initial_application-family_child_care_registration.pdf

Confirm Orientation Complete